

## GENERAL UNCLASSIFIED PROCEDURES

**THE CITY OF MIAMI BEACH IS AN EQUAL OPPORTUNITY/DRUG FREE EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF AGE, CITIZENSHIP\*, INTENDING CITIZENSHIP STATUS, COLOR, DISABILITY\*, MARITAL STATUS, NATIONAL ORIGIN, RACE, RELIGION, GENDER OR SEXUAL ORIENTATION.**

\*You must be a U. S. Citizen or Alien lawfully authorized to work in the U.S. The City of Miami Beach shall provide reasonable accommodations, due to any disability, for all applicants and employees. Please let us know as soon as possible if you require any special accommodations at the test(s) and/or interview.

## HOW TO APPLY

**RESUMES:** Send the specified number of detailed resumes to: Human Resources Department, City Hall, 3rd Floor, 1700 Convention Center Drive, Miami Beach, FL 33139. Resumes must be received by the Human Resources Department by the closing date and time stated on the job announcement. All resumes are public record. Electronically transmitted and faxed resumes will not be accepted.

**EXPERIENCE:** Required experience must have been within the past ten years.

**DRIVER'S LICENSE:** If driver's license is required, applicants must obtain the appropriate Florida license prior to appointment and maintain an acceptable driving record without any restrictions affecting job performance.

**VETERANS' PREFERENCE:** Preference will be granted to Veterans and spouses of Veterans as prescribed by Florida Statute 295. Those claiming this preference must submit documentation of eligibility for preference such as a DD-214, or equivalent V.A. certification from the armed forces. (Army, Navy, Air Force, Marine Corps. and/or Coast Guard) of the United States. Such documents must list military status, dates of active service, and discharge type (must be under honorable conditions). In addition to the above documents, those claiming disabled Veteran's preference must also provide a letter dated within the past year from the DD, VA, or DVA certifying existence and percentage of the service-connected disability. To receive preference, Veterans must claim Veteran's Preference at the time of application and must present the required documents by the closing date and time stated on the job announcement. Spouses and veterans who would like further details can request a "Veteran's Preference" package.

**EDUCATION & DOCUMENTATION:** Proof of certifications, licenses, and other documentation required must be submitted to the Human Resources Department prior to the closing date and time of resume acceptance. New documents must be submitted each time an applicant submits a resume for a position. Attach official English translation and equivalency with all foreign language documents.

## EVALUATION AND HIRING PROCESSES

**RESUME EVALUATION:** Initial evaluation will be based on the information in the resume. In order to be considered eligible, resume must document that applicant meets Requirements.

**NOTIFICATION:** After resumes are evaluated, finalists may be scheduled for an interview.

**BACKGROUND INVESTIGATION:** Selected applicants must complete a background investigation which may include criminal history, driving record, polygraph, etc., dependent upon position. For most disqualifications due to the background process, you are allowed to re-apply after 12 months from the date of your disqualification.

**MEDICAL EXAMINATION:** Selected applicants must be physically able to meet job-related requirements based on a pre-employment, job-related physical examination as scheduled by the City. Medical examination will include urinalysis for illegal drugs, controlled substances, and/or their metabolites. No persons will be denied employment solely on the basis of their disability and the City will make every reasonable effort to accommodate such disabilities in the work setting.

**STARTING SALARY:** Applicants are normally hired at the entry level dollar amount of the salary range. If you are currently a Classified City of Miami Beach employee, contact the Pension Office for the effects of becoming Unclassified on your pension.

**STATEMENT OF EMPLOYMENT CONDITION:** Applicants agree to sign the following statement at time of employment processing:

"In consideration of my employment, I agree to conform to the rules and regulations of the City of Miami Beach, and my employment and compensation can be terminated with or without notice, at any time, at the option of either the City or myself. I understand that no supervisor or representative of the City, other than the City Manager or Human Resources Director of the City, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing."

## BENEFITS FOR UNCLASSIFIED EMPLOYEES

**GROUP HEALTH & LIFE INSURANCE:** Effective on the first day of employment, employees must participate in the Basic Life insurance plan. Employees and their eligible dependents may participate in one of the City's group medical and dental plans. The City pays one half of the premium for Basic Life, medical and dental plans. Occupational Accidental Death Insurance is provided by the City effective from the date of hire. Additional optional benefits include, Supplemental life, Universal life, and Disability Insurance.

**PAY:** Employees are paid by check or direct deposit every two weeks. Pay increases are granted on a merit basis within the pay range established for each classification. Standard payroll deductions and pension or 401(a) deductions commence immediately.

**PENSION PLAN:** Employees have the option to select the City's pension plan or 401A plan.

**ADDITIONAL BENEFITS:** Employees are eligible for tuition assistance, deferred compensation program, employee credit union, and promotional

opportunities. In addition, employees have 14 paid holidays, 12 days vacation, and 12 days sick leave. Vacation and sick leave begin to accrue immediately, but cannot be used during the first six months after date of hire.

**ABOVE CONDITIONS APPLY UNLESS OTHERWISE STATED IN THE JOB ANNOUNCEMENT**

Job Hotline: (305) 673-7777 - TDD: (305) 673-7213 - [www.miamibeachfl.gov](http://www.miamibeachfl.gov)